



# राजपत्र, हिमाचल प्रदेश

## (असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, शुक्रवार, 18 मई, 2007/28 वैशाख, 1929

हिमाचल प्रदेश सरकार

LABOUR AND EMPLOYMENT DEPARTMENT

NOTIFICATION

*Shimla-171 002, the 10th April. [2007]*

**No. Shram (A) 4-2/2005.**—In exercise of the powers conferred by clause (b) of sub-section (1) of section 4 of the Right to Information Act, 2005, the Governor of Himachal Pradesh is pleased to publish the records and other activities of the Labour and Employment Department as under :—

1. The particulars of its organisation, functions and duties.

The department of Labour & Employment came into existence in 1972 after segregation from Industries Department. It is mainly responsible for implementation of various Labour Laws (27 Central & 2 State Acts) and for providing employment assistance to Job-seekers. The department has been playing the role of a facilitator and regulator. It comprises of 3 wings—Labour, Factories & Employment. The Labour wing is primarily looking after the welfare, health & safety of the worker in the industrial and commercial establishments. It is also responsible for maintaining industrial peace and harmony between the managements and the workers. The factory wing is responsible for approval

of building plans of factories, issue the renewal of factory licence and inspection of factories to ensure compliance of provisions regarding health, safety and welfare of factory workers. The Employment wing helps the interested job seekers and other persons intrested in self employment by way of registration, sponsoring and by providing vocational guidance and career counselling.

2. The powers and duties of its Officers and Employees.

Cases which are disposed off at the level of—

**Secretary (Lab. and Emp.) Govt. of H. P.**

- (i) Establishment matter relating to Lab & Emp. Deptt.
- (ii) Lok Sabha/Rajya Sabha Questions
- (iii) Court Cases
- (iv) Budget, Financial matter/Expenditure sanctions.
- (v) Publication of Awards

**Deputy Secretary**

- (i) All correspondence relating to personnel matters/financial sanctions etc. are routed through him to the Secretary.
- (ii) Public representations received in this office are forwarded to the concerned departments for report and appropriate action

**Section Officer**

- (i) To supervise all the work relating to personnel/Budget and public representative etc.
- (ii) To ensure all the Dealing Asstt. and Diarist are maintaining all required registers and keep the same updated.
- (iii) To keep carefully watch on the movements of dak files between section and higher authorities.

- (iv) To ensure timely submission of time bound cases/Court cases.
- (v) To ensure that all manuals, rules, inspections, guard files etc. of the section are kept upto date.

#### Superintendent

- (i) To supervise all the work of dealing Asstts. under their control.
- (ii) To ensure timely submission of all papers according to their priority.

#### Sr./Jr. Asstt.

- (i) Opening/maintaining of files and noting and drafting upto date of various types of data and maintenance of various register.
- (ii) Establishment matters including R & P Rules maintenance of services Books, services records, leave account, pension cases, disciplinary matters, pay fixation, finalisation of seniority, court cases and other misc. matters.

#### Clerks

- (i) Diary and despatch/ movement of files weekly & monthly statement etc.
- (ii) Maintenance of leave account and other misc. work entrusted by the S. O.

3. The procedure followed in the decision making process including channels of supervision and accountability.

All the cases in the Branch are submitted on file by the concerned Dealing Asstts. Supervised by the Supdt. and submitted to the S.O. He submits it further to the Under Secretary then to the Secretary, Routine matters and informatory references are disposed off at S. O./Under Secretary level Financial matters/ expenditure sanctions, decision taking power vests with the Secretary.

4. The norms set by it for the discharge of its functions.

As stated at Point No. 2 & 3

5. The rules, regulations, instructions manuals and records held by it or under its control.

The various rules & regulations/instructions followed are as under :—

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|  | <ol style="list-style-type: none"> <li>1. HPFRs</li> <li>2. CCS &amp; CCA Rules</li> <li>3. Conduct Rules</li> <li>4. Medical Attendance Rules</li> <li>5. Delegation of financial power</li> <li>6. L. T. C. Rules/GPF Rules/Pension Rules etc.</li> <li>7. R &amp; P Rules</li> <li>8. Office Manuals</li> </ol>   |
| 6. Statement of the categories of the documents that are held by it or under its control.  | N. A.  |
| 7. The particulars of any arrangement that exists for consultation with representation by the members of the public in relation to the formulation of its policy or administration thereof.  | N. A.  |
| 8. A statement of the Board, Councils, Committee & Other bodies consisting of two or more persons constituted as its part of or for purpose of its advise and as to whether meetings of those Bodies/Councils/Committee and other Bodies are open to the public or the minutes of such meetings are accessible for public. | N. A.  |
| 9. A directory of its officers and employees   | <ol style="list-style-type: none"> <li>1. Secretary (Lab &amp; Emp.)-Ph. No. 2621876, 2880735.</li> <li>2. Deputy Secretary Ph. No. 2628499, 2880527.</li> <li>3. Senior Private Secretary/P. A. Ph. No. 2621876, 2880735</li> <li>4. Section Officer Ph. No. 2880444</li> <li>5. Superintendent Ph. No. 2880544.</li> <li>6. Sr. Asstts Ph. No. -do-</li> <li>7. Jr. Asstts Ph. No. -do-</li> <li>8. Clerks Ph. No. -do-</li> <li>9. Peon Ph. No. -do-</li> </ol> |
| 10. The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its Regulation.  | N. A.  |
| 11. The Budget Allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursement made.   | N. A.  |
| 12. The manner execution of subsidy programmes, including the amount allocated   | N. A.  |

and the details of beneficiaries of each programmes.

13. Particulars of recipients of concessions permits or authorizations granted by it. N. A.

14. Details in respect of the information available to held by it reduced in an electronic form. N. A.

15. The particulars of facilities available to citizens for obtaining information, including the working of a library or reading room, if maintained for public use. N. A.

16. The names, designations and other particulars of the Public Information Officers.

This department *vide* Notification No. dt. 31-10-2005 has already designated the officers of the Lab. and Employment Deptt. As Appellate Authority/Public Information Officer. The said information is also available on the Official website of the State Government.

17.<sup>10</sup> Such other information as may be prescribed.

The list of all the Acts and Rules which are pertaining to the L & E Deptt. is available on the Website of the deptt.

By order,

Sd/-

Secretary.

